

# UNIVERSITÀ DEGLI STUDI DI PADOVA

## Technical instructions for completing the application form

- The procedure for submitting the application form is online, nothing must be sent by post.
- Before filling in the application, it is recommended to read carefully the Call for applications, in particular the part concerning the Course for which it was decided to submit the application. Applicants must make sure they meet the requirements and check which documents are required to be attached.
- **ATTENTION:** all the documents required for the application form must be uploaded in pdf/a format and, in some cases, they must be printed, signed and re-uploaded. Therefore, it is advisable to use a pc connected with a printer and a scanner. **In case of access via SPID, no signature will be required when submitting the application, but it is still necessary to submit the application (penalty will be the exclusion from admission to the course)**
- It is possible to complete the application form by logging in at different times and saving the data entered. In order to access the application form that has been partly completed applicants must click on “MODIFY” to complete it.
- Applicants who want to apply for more than one Course must complete and submit as many application forms as the chosen Courses.
- Applicants with foreign qualifications which have not already been declared equivalent to an Italian qualification must read art. 6 of the Call for applications and upload the required documents in the relevant section of the online application.
- After completing the application form, applicants will receive an email with the confirmation of the submission.
- At the link <https://www.unipd.it/video-istruzioni-master> there are video tutorials (with english subtitles) to help you fill in the application.
- Further information regarding the procedures of the Call for applications can be requested by sending an email to [formazionecontinua.lauream@unipd.it](mailto:formazionecontinua.lauream@unipd.it)

## 1. REGISTRATION AND ACCESS THE SYSTEM

Go to the website <https://pica.cineca.it/unipd/>.

It is possible to access the system with:

- 1) Access via SPID (Public Digital Identity System – more information here: <https://www.spid.gov.it/>); choose the University of Padova from the list of institutions available (fig. 1, 2, 3) and follow the instructions of the provider selected.

In case of access via SPID, no signature will be required when submitting the application, but it is still necessary to submit the application (penalty will be the exclusion from admission to the course)

### LOGIN

Italiano English

È possibile autenticarsi con il proprio account LOGINMIUR, REPRISE, REFEREEES scegliendo dal menu a tendina "Credenziali" la voce corrispondente. Se non si è in possesso di alcun account effettuare una nuova registrazione su questo portale utilizzando il link in basso a sinistra.

SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedila ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Credenziali  
PICA / REPRISE

Username

Password

☐ Ricordami

Login

Nuova registrazione Credenziali dimenticate?

Accedi con SPID o Credenziali Istituzionali

Fig. 1

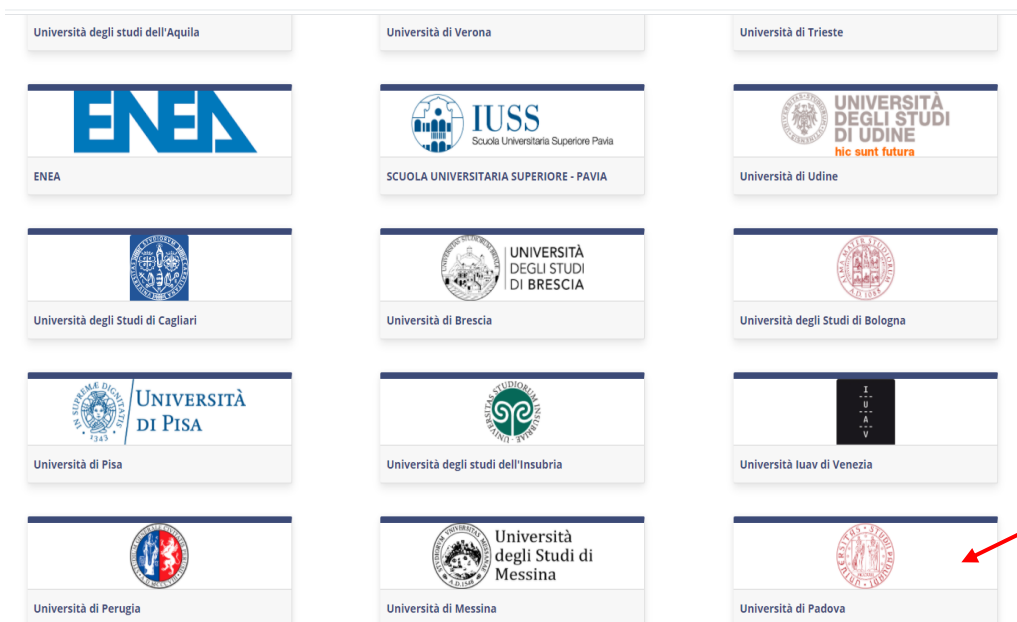


Fig. 2

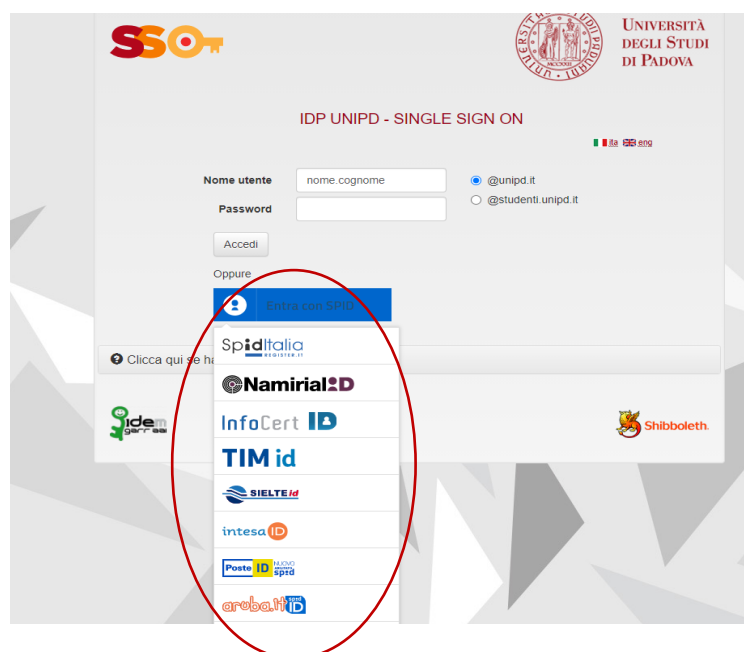


Fig. 3

In case of first access applicants will see a screen (fig. 4) where they must enter the missing data and click on “New registration”.

**REGISTRAZIONE CON CREDENZIALI SPID** [Cancella la registrazione](#)

**Italiano English**

Registrati su [pica.cineca.it](#)

**Credenziali**

Username \*

si consiglia di utilizzare il formato NomeCognome

Email \*

**Dati anagrafici**

Nome \*

Cognome \*

Sesso \*

☐ M \*

☒ F \*

Data di nascita \*

Cittadinanza italiana \*

☒ Sì \*

☐ No \*

Codice fiscale

obbligatorio in caso di cittadinanza italiana

Stato di nascita \*

Comune di nascita

obbligatorio se lo stato di nascita è Italia

Telefono

Cellulare

☐ \* Autorizzo l'invio all'indirizzo di posta elettronica da me indicato di comunicazioni tecniche di servizio legate all'utilizzo del portale e dei servizi in esso disponibili.

☐ \* Dichiaro di avere preso visione dell'[informativa](#) fornita dal Titolare del trattamento ai sensi dell'art. 13 del Regolamento UE 2016/679 sulla protezione dei dati personali

**Nuova registrazione** [Cancella Campi](#)

Fig. 4

- 2) Access via UNIPD-SSO (@studenti.unipd.it oppure @unipd.it); choose the University of Padova from the list of institutions available and log in with SSO credentials.

NB. In case of expired or forgotten password click on the help section and follow the instructions (fig. 5).

Fig. 5

- 3) Access via account PICA; in case of first access, it is possible to register by clicking on "Nuova Registrazione" and entering the necessary data (fig.6).

#### LOGIN

Fig. 6

After completing the data required, click on "Registrati": the system will send an e-mail with the instructions for confirming the registration.

In case that candidates do not receive this e-mail or are unable to view it, they must contact the support using the link at the bottom of the web page [pica.cineca.it/unipd](http://pica.cineca.it/unipd).

- 4) Access via account LOGINMIUR; it is possible to access the system without the registration by entering the username and password of the LOGINMIUR account (in this case LOGINMIUR must be selected in the credentials field). In the event that applicants are in possession of their credentials but do not remember them, they must click on "Credenziali dimenticate?" option.

## 2. FILLING IN THE APPLICATION FORM

Once logging in, select the University of Padova from the list of institutions available.

To fill in the application form select from the menu "Tipologia/Category" the voice "Master e Corsi", click on the call of interest and then click on "Compila una nuova domanda/New submission" (fig. 7)

Before completing the application form, applicants can make changes to their profile by selecting on the top right corner the user menu.



Fig. 7

In the first section "APPLICATION FOR SELECTION PROCEDURE" applicants must select firstly the level and then the Short Specialization degree/Course chosen.

Then they must select STANDARD.

(NB: select "PERSONALE TECNICO AMMINISTRATIVO" only in the event that they are Technical and Administrative Staff of the University of Padua).

**ATTENTION:** at the end of the compilation it is always necessary to click on the button "SAVE AND PROCEED". If the data have been correctly filled in, applicants will directly go to the next section. Otherwise error messages will display and applicants will have to correct the data.

In the section "PERSONAL DATA AND CONTACT DETAILS" applicants will find this part pre-filled with the data transferred from the registration procedure or recovered logging in with SPID/UNNIPD-SSO. Therefore they must fill in only the missing fields.

In the section "AUTOMATIC RECOVERY OF ADMISSION QUALIFICATIONS" applicants (if they have previous academic careers in the University of Padua database) can recover their qualifications by clicking on "cerca/search" (fig. 8).

*Recupero automatico titoli di ammissione/ Automatic recovery of admission qualifications*

Recupero automatico titoli di ammissione per carriere pregresse presenti nel database dell'Università di Padova/ Automatic recovery of admission qualifications from University of Padua database

(Verificare se i titoli sono già presenti nel database dell'Università di Padova; in alternativa inserirli nella sezione successiva/ Check if the qualifications are already in the database of the University of Padua; alternatively enter them in the next section)

Titolo universitario/University qualification

Nessun titolo selezionato. / No qualification selected.

Cerca / Search

Altri titoli: abilitazione professionale o titolo di accesso alternativo alla laurea / Other qualifications: professional qualification or access qualification alternative to the degree

Nessun titolo selezionato. / No qualification selected.

Cerca / Search

Titolo di scuola secondaria/High school qualification

Nessun titolo selezionato. / No qualification selected.

Cerca / Search

Fig. 8

In case it is not possible to recover the admission qualifications, applicants must insert the type of the academic qualification in their possession in the section “ENTERING ADMISSION QUALIFICATIONS” (fig. 9). Subsequently, applicants must enter the information relating to the academic qualification obtained or to be achieved by the beginning of the chosen Master's programme.

Titolo universitario / University qualification

Titolo Italiano o Straniero / Italian or foreign qualification

Selezionare / Select

Selezionare / Select

Titolo di studio Italiano / Italian qualification

Titolo di studio straniero / Foreign qualification

Fig. 9

**ATTENTION:** some Short Specialization degrees (1st Level) may also require different qualifications from a degree (Regional nursing school diploma ...): in this case applicants must first select “Altri titoli” and then fill in the data relating to their qualification.

In case in possession of a foreign qualification the documents currently available must be uploaded as shown in fig. 10.

**Attachments**

For candidates who are in possession of a degree obtained in a Eu country, it will be necessary to upload the diploma, the diploma supplement and the transcript of records, while for candidates who are in possession of a degree obtained in a Non Eu country it will be necessary to upload the diploma, the transcript of records and the Declaration of value or the Statements of Comparability and Verification issued by ENIC-NARIC.

Attach the documents you have already obtained; at a later time you must send those currently unavailable via email to [formazionecontinua.lauream@unipd.it](mailto:formazionecontinua.lauream@unipd.it)

1

Descrizione/Description

Carica/Upload

Scegli file Nessun file selezionato

Cancella / Delete

Aggiungi / Add

Fig. 10

In “DECLARATIONS” section, applicants must confirm having read the Call for applications.

In “DISABILITY” applicants must indicate if they ask to be admitted to the Short Specialization degree/Course with a full exemption from the full fee foreseen in case of disability and they must attach the required certifications. Applicants must indicate if they need a disability assistance during an eventual admission test for the Short Specialization degree/ Professional Course.

In the section “ATTACHMENTS” (fig. 11) applicants must upload the documents required for the selection. For every Course it is mandatory to upload:

- copy of a valid identity document;
- updated resume (preferably in European format).

**Allegati/Attachments**

**Documenti d'identità / Identity Documents**

Selezionare un documento / Select a document

Tipo di documento / Type of document

--- Selezionare / Select ---

Numero / Number

Rilasciato da / Issued by

Data di rilascio / Issue date

gg/mm/aaaa

Data di scadenza / Expire date

gg/mm/aaaa

Carica/Upload

Scegli file Nessun file selezionato

• Dato obbligatorio / Mandatory field

**Curriculum vitae / CV**

Curriculum vitae (preferibilmente in formato europeo) / CV (preferably in European format)

Carica/Upload

Scegli file Nessun file selezionato

• Dato obbligatorio / Mandatory field

Fig.11

Some Short Specialization degrees/Courses may require other documents in addition to the ones mentioned above; they are specified in the Short Specialization degrees/Course Call for applications.

It will be possible to upload these documents in specific sections (fig. 12).

The screenshot displays two sections of an application form. The first section, titled 'Tesi / Thesis', contains the text 'Tesi di Laurea / Graduation thesis' and a 'Carica' (Upload) area with a 'Scegli file' button and the text 'Nessun file selezionato'. The second section, titled 'Pubblicazioni / Publications', contains a 'Pubblicazioni' header, a 'Descrizione/Description' text input field, a 'Carica/Upload' area with a 'Scegli file' button and the text 'Nessun file selezionato', a 'Cancella / Delete' button, and an 'Aggiungi / Add' button. At the bottom of the second section, it says 'Inserire massimo 30 allegati'.

Fig.12

### 3. CONFIRMATION OF THE APPLICATION FORM

Once applicants have completed the application form, they will see the dashboard with the draft of their application. In order to submit it they must click on "Verifica/Verify" (fig. 13) and check that all the data entered is correct.

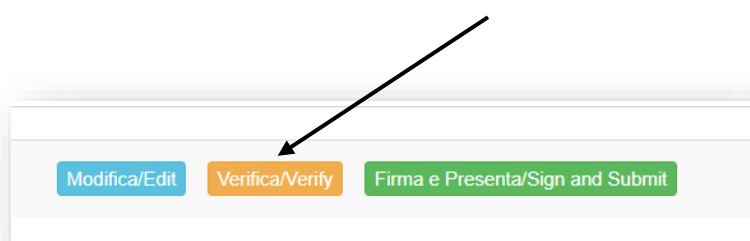


Fig. 13

### 4. PAYMENT OF THE PRE-REGISTRATION CONTRIBUTION

After verifying the application form, applicants must go back to the dashboard and proceed with the payment of € 30,00 (fig.14)

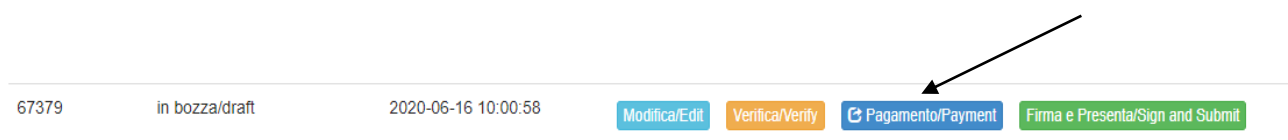


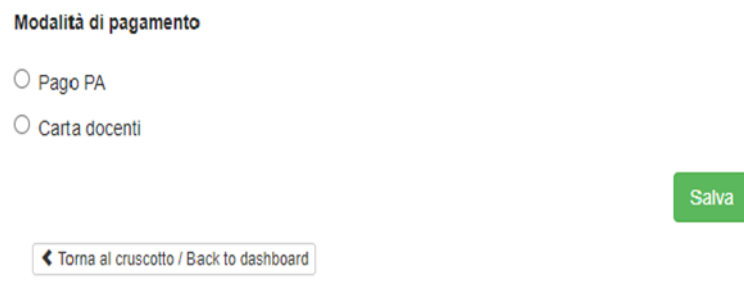
Fig. 14



It is possible to pay through the following two options (fig. 15):

- “PagoPA” (instructions at this link: <https://www.unipd.it/pago-pa>);
- Carta docente (just enter the generated code)

The pre-registration contribution (€ 30,00) is compulsory: only once inserted the payment, it will be possible to confirm and sign the application form.



Modalità di pagamento

☐ Pago PA

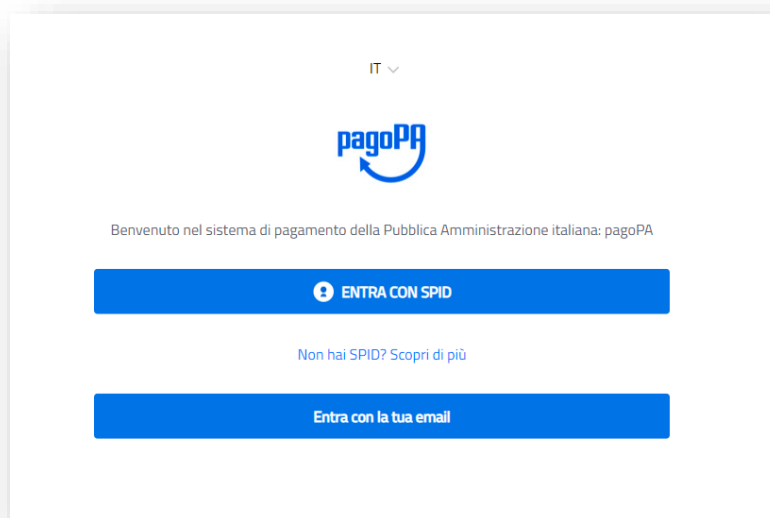
☐ Carta docenti

Salva

[Torna al cruscotto / Back to dashboard](#)

Fig.15

In the event that applicants have selected PagoPa, it will be required an email address where they will receive the payment confirmation (fig. 16).



IT

pagoPA

Benvenuto nel sistema di pagamento della Pubblica Amministrazione italiana: pagoPA

ENTRA CON SPID

Non hai SPID? Scopri di più

Entra con la tua email

Fig. 16

Then the PagoPA procedure will ask them to select the online payment method (fig.17)

Come vuoi pagare?

Carta di credito/debito

Conto corrente

Altri metodi di pagamento

Fig.17

Once the payment has been made, it will be possible to download the relative receipt (fig. 18).

Pagamento

Pagato il 02/07/2019 08:15:11.

Causale

Codice fiscale creditore

Importo

Scadenza

IUV

← Torna al cruscotto PICA

Scarica "Quietanza di Pagamento" (PDF)

Fig. 18

## 5. SIGNATURE AND SUBMISSION OF THE APPLICATION

Once applicants have completed the payment, they must go back to the dashboard and proceed with the sign of the application form.

Pica verify that all the information are entered and in case of mistakes, it will inform applicants that the application must be modified.

When the system detects that the application has been corrected, applicants can proceed to the next step: they must click on the button "Firma/Submit" at the bottom of the page (fig. 19).

In case of access via SPID, no signature will be required when submitting the application, but it is still necessary to submit the application (penalty will be the exclusion from admission to the course)

Inserire massimo 10 allegati

Dichiara

☒ che ogni contenuto relativo a titoli, pubblicazioni e attività svolte, riportato nel curriculum allegato alla domanda di partecipazione, è conforme al vero

☒ che le pubblicazioni presentate sono conformi all'originale

Data

Firma

Si ricorda che, **pena l'esclusione**, la domanda deve essere firmata e corredata da documento di riconoscimento in corso di validità

Firma/Sign

Fig. 19

At this point, there are three different modalities in order to sign the application form; Applicants must select one and follow the instructions carefully (fig. 20)

Il sistema supporta le seguenti modalità / The following options are available:

**Firma il documento manualmente / Sign the application (no digital signature)**

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuarne la scansione in un file PDF e caricare quest'ultimo sul sito. / If you can't sign the document digitally as specified in the other sections you need to download the pdf file of the application, print it, sign it in original, scan it in a pdf file and upload it again on the website.

ATTENZIONE: la scansione, oltre alle pagine della domanda, dovrà contenere nell'ultima pagina la copia di un documento di identità in corso di validità (questo passaggio non è necessario se la copia del documento di identità è stata inserita tra gli allegati alla domanda) / WATCH OUT: the copy of a valid identity document must be included as the last page of the scanned pdf, after the application form pages (this step can be dispensed with if a copy of the document was uploaded as an attachment of the application form)

**Firma il documento sul server ConFirma / Sign the application on the server using ConFirma service**

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) compatibile con il servizio ConFirma. Dopo la firma sarà possibile scaricare il PDF firmato / In order to sign digitally the application it is necessary to have an hardware ( e.g. smart card or USB with digital signature certificate issued by an approved certification body) compatible with ConFirma service. After signing, applicants can download the signed pdf application

**Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc**

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) e software di firma digitale con cui generare, a partire dal file PDF del documento scaricato da questo sito, il file firmato in formato pdf.p7m da ricaricare sul sito stesso / In order to sign digitally the application it is necessary to have an hardware ( e.g. smart card or USB with digital signature certificate issued by an approved certification body) and a software for digital signatures in order to create a pdf.p7m file from the pdf file downloaded from this site. The pdf.p7m file must be uploaded in the website again

Fig. 20

If the application form is correctly submitted, its status will pass from “draft/to be signed” to “submitted” (fig. 21). Once the application is submitted, it will no longer be possible to modify it.

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
67307	presentata/submitted	2020-06-10 11:15:54	<a href="#">Modifica/Edit</a> <a href="#">Visualizza/View</a> <a href="#">Ritira/Withdraw</a>

[PDF domanda/Application PDF](#) [PDF domanda firmata/Signed PDF](#)

Fig.21

## 6. WITHDRAWAL PROCEDURE

Candidates can withdraw the application using the "RITIRA/WITHDRAW" button (by the deadline to complete the application form).

ATTENTION: the withdrawal of the application does not provide a refund of 30.00 euros. If candidates want to submit another application after withdrawing the previous one, they must proceed with a new payment.

For information regarding the completion of the application form, it is possible to contact the Ufficio Post Lauream – Settore Master e Formazione Continua by telephone from Monday to Friday from 10:00 to 12:30 at the following numbers: 049 8276373 / 6374.